

Office Memorandum • UNITED STATES GOVERNMENT

TO : [REDACTED]

DATE: 29 May 1952

FROM : [REDACTED]

SUBJECT: Report for Week 22-29 May 1952

1. A unique request was received during the week from the Office of Scientific Intelligence, asking us to consider changing our regular weekly Indoctrination program from Monday to Tuesday. Since the request was based upon the need for the CIA Orientations Room to stage a welcoming [REDACTED] who are going to be in our midst for a few weeks and who will be initially welcomed by General Smith, plus the fact that many from CIA and the IAC agencies are invited to be here on that morning, making an overall total of more than seventy people, we have consented to the shift, after discussing the request and the justification with the Security Office. Were it not for the fact that the shift is not effective until the middle of June, we would not have been able to accomplish this so easily.

2. A request was received from Mr. Miller of the Foreign Service Institute, State Department, to participate in the training of fully cleared Foreign Service students in a manner in which CIA has done so in the past. After discussion on this subject with [REDACTED] and [REDACTED], I intend to work out the details with [REDACTED] and [REDACTED].

3. A welcome request came from the Department of State to attend their monthly Orientation Course. The program was conducted last Monday and Tuesday, 26 and 27 May, running from 0900 until 1230 on each day. Because of the conflict with our weekly Indoctrination program, I was unable to go there on Monday. I did attend on Tuesday and noticed that the undertaking is conducted on quite a different basis than our own quarterly or weekly programs. *i.e. small men and very informal*

4. After the green light was given by Colonel Baird, I arranged with the Office of the DD/I and the Office of the DD/P to meet with Colonel Charles Hoy, the newly designated G-2 for [REDACTED]. Colonel Hoy is due to arrive in the Office of the Orientation and Briefing Division today, 29 May. 25X1

5. [REDACTED] (in place of [REDACTED]) have already made definite preliminary commitments about participation on the forthcoming Orientation program. I have been informed by Colonel Baird that our guest speaker from the policy field will be [REDACTED]. 25X1

6. Final arrangements have been effected so that duplicate IBM cards on all persons who have attended any of the Orientation courses are being placed in the individual folders in the Office of Personnel.

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25 YEAR RE-REVIEW

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7. A call was received from [] of Personnel who is seeking our advice and assistance on the manner of presenting his assigned subject, viz. "Retirement" on the personnel program which is going to be inaugurated within the next week.

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8. On Wednesday, 28 May, checked with [] regarding the proposed fortnightly Presentation Program. A report on this subject was sent to the Director of Training last week. [] showed me the minutes of the last DD/I meeting in which the subject was put up to the AD's who were present, with a request that they report back their needs in this field to []. When this has been done [] will get in touch with me.

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9. On Monday afternoon, 26 May, the Chief, Orientation and Briefing Division, presented a special lecture at the Strategic Intelligence School on the subject "The Roots and Ramifications of Communism."

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10. During the past week [] people attended the Intelligence Indoctrination program on Monday, 26 May 1952. Included in this figure were two guests, []

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Chief, Orientation and Briefing Division

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